

Job Title:	Supervisory Attorney Advisor
Requisition Number:	JO-1607-5948
Grade:	02
Salary Range:	\$112,547.00 - \$170,086.00
Promotion Potential:	
Agency:	Insurance, Securities and Bank
Location:	810 1st St NE
Area of Consideration:	Open to the Public
Opening/Closing Date:	7/19/2016 - 11/16/2016

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JOB SUMMARY

LX-0905-02

This position is located in the Government of the District of Columbia, Department of Insurance, Securities, and Banking (DISB). The Supervisory Attorney Advisor is the principal staff legal assistant to the Commissioner of DISB with responsibility for providing direction to all legal activities as it relates to the authorities and functions of the DISB.

POSITION CONTROLS:

Incumbent performs under the administrative supervision of the Commissioner who provides broadly defined objectives and functions. Incumbent proceeds with considerable latitude in the performance of responsibilities. Confers with supervisor regarding the impact of proposed decisions as they relate to program goals and jurisdictional practices. Keeps supervisor informed on all major and sensitive issues. Work is reviewed for overall effectiveness. Results of work are considered authoritative and are normally accepted.

Guidelines include Mayoral directives; policies and procedures established by the Commissioner of DISB; reported legal decisions and other reference works; Federal Rules of Civil Procedures; administrative, legislative and judicial rules and regulations; Acts of Congress and the Council of the District of Columbia and other laws applicable to the District of Columbia; reciprocal agreements and laws; regulations of the District of Columbia and Federal agencies; current decisions of local trial and appellate courts and the Supreme Court, as well as decisions of other jurisdictions; and, pending litigation and active legal matters.

Incumbent adapts guidelines, determines novel methods of approach and initiates new or revised policies, procedures and practices. Precedent matters that touch on the involved legal issues are often difficult to establish or utilize. Generally, significant amounts of money and/or vital legal precedents are at stake.

QUALIFICATIONS:

Incumbent serves as Supervisory Attorney Advisor and oversees the daily operations of assigned Sections and Divisions. Serves as expert advisor to the DISB Commissioner, in planning and policy decision-making; and, implementing, coordinating and directing a Division, designed to facilitate and improve legal service delivery to its clientele. Develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program operations. Independently plans, develops and institutes short/long term Division plans and activities, incorporating strategic provisions as required. Is responsible for overseeing the review, research, and preparation of responses for the Commissioner to selected and sensitive, and often confidential inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, and those surrounding jurisdictions, members of the private sector, and the general public. Prepares testimony for the Commissioner for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances. Also, represents and speaks for the Commissioner on various complex and sensitive issues.

Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Commissioner.

Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements.

Devises a system of controls and keeps carefully documented records. Plans, develops and directs the design and implementation of the data automation systems for the management and administration of the office. Formulates and guides feasibility studies to consider data automation applications.

Performs other related duties as assigned.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment.

An appointee to the Legal Service, shall remain a member in good standing of the District of Columbia Bar during his/her

employment in Legal Service.

OTHER SIGNIFICANT FACTS:

Mastery of the mission, functions, organization, policies, and system requirements of the District and the Federal governments as well as mission and work processes of the Department of Insurance, Securities, and Banking.

Mastery of the concepts, laws, theories, principles, practices and techniques of legal proceedings sufficient to supervise and direct representation of the District.

Thorough knowledge of precedent legal matters.

Thorough knowledge of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations.

Knowledge of the current automated systems to identify required data.

Knowledge of management and organizational techniques, specification for extraction of ad hoc reports from automated systems, and other procedures that can be applied in the conduct of a wide variety of analytical studies and special projects related to legal matters.

Knowledge of and the ability to ensure the application of Equal Employment Opportunity regulations and requirements.

Knowledge of legal advocacy tactics and strategies.

Skill in oral and written communication to assure effective and efficient communications on legal matters.

Skill in establishing and maintaining effective working relationships with individuals and groups interested in or affected by the function of the Office.

Ability to manage and supervise a legal staff.

Ability to quickly complete complex legal research, including research by means of state- of-the-art information technology.

Ability to perform under time pressures and in circumstances involving unique considerations.

EDUCATION:

Graduated with a Juris Doctor from a law school accredited by the American Bar Association (ABA), at the time of appointment.

Must have at least four (4) years of legal work experience.

WORK EXPERIENCE:

Managerial/Supervisory experience. **Must be a District resident.**

WORK ENVIRONMENT:

Work is primarily performed in an office setting.

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